

Name: _____ Advisor: _____

- Student selects faculty advisor with expertise in topic of dissertation and complete [Form D1](#).
- Student develops dissertation topic and meets with advisor to select dissertation committee.
- Student contacts prospective dissertation committee members and confirms agreement to serve on committee: [Form D2](#).
- Student drafts dissertation proposal and submits to advisor for revisions until advisor approves it for presentation.
- Student sends dissertation proposal to dissertation committee members and arranges a day and time for dissertation proposal meeting.
- Student and/or advisor reserves room for dissertation proposal meeting (including arrangements for any necessary technology).
- Student develops slides for presentation and sends them to committee members prior to dissertation proposal meeting.
- Student makes a formal proposal of dissertation to committee. During this meeting the committee members indicate needed revisions and vote to approve or postpone approval of dissertation proposal: [Form D3](#).
- Student makes needed changes to dissertation proposal and submits revised proposal to committee chair for approval.
- Student secures a research site(s), and attains a letter of support from the building administrator. Student must identify whether or not an IRB or alternate review process is in place at each research site. If IRB review will be required at any of the research sites the student should discuss this need with your faculty advisor. The student and faculty advisor should then reach out to the Office of Research Integrity and Outreach for guidance regarding IRB review. The ORIO may wish to make arrangements with the other research sites for cooperative review (to avoid duplicative review).
- Once the proposal is approved, the student completes the [Request for user ID Form](#). The student then begins work on their submission to the IRB via the [e-Protocol system](#) (please review the [e-Protocol FAQ's](#) before logging in). The submission must include all study materials, permission and assent forms (if needed) for subjects and their parents, and the letter(s) of support from the building administrator. When the student is ready to submit to the IRB the student must first notify their faculty advisor who will need to log-in to e-Protocol, review your protocol, complete the Obligations page, and submit to the IRB (NOTE: Only the faculty advisor can submit the submission to the IRB) This process is likely to take 4 to 8 weeks.
- Student and advisor receive notification of IRB approval. NOTE: NO RESEARCH ACTIVITIES CAN BEGIN UNTIL IRB HAS FORMALLY APPROVED THE PROTOCOL (determinations are printed on signed letterhead). Student carefully reviews the terms of approval, and makes a calendar entry for the expiration date of approval. *Student must apply for continuing review at least 60 days prior to the approval expiration date if needed (if you are unsure whether or not your project requires continuing review you should contact ORIO for guidance).*
- Student makes arrangements for study logistics such as subject recruitment, personnel selection, and training.
- Student conducts research study, consulting with advisor as needed.
- Student notifies advisor when all study data are collected and all procedures completed.
- Student drafts dissertation and submits it to advisor for review: [Form D4](#).

- The advisor provides feedback and support for revisions as many times as necessary until the draft dissertation is ready for the full committee to review.
- Student sends draft to full committee with a timeline for review and comments to be returned to student.
- Committee members review draft and return it with feedback to student within in 4 weeks (20 working days).
- If committee feedback calls for collection of additional data or any changes in the IRB approved protocol, an amendment must be filed with the IRB via [e-Protocol](#) (see [e-Protocol FAQ's](#) for guidance) is developed and submitted to IRB by the student and advisor. All changes must be approved by the IRB before they can be implemented.
- Student revises draft and re-submits it to all committee members for review. Once all committee members agree it is ready for defense, a dissertation defense is scheduled: [Form D5](#).
- Student and/or advisor reserves room for dissertation defense, including any technology needs.
- Advisor sends announcement and invitation about defense to all faculty in the School of Education and Human Development and others as decided.
- Dissertation defense is held. The student presents for about 45 minutes, followed by questions from the committee members. If time allows, other attendees are allowed to ask questions. After questions conclude, the candidate leaves the room and the committee members vote whether to approve the dissertation.
- The candidate is called back into the room and given the results of the vote as well as detailed information about any required changes to the final dissertation: [Form D6](#).
- If committee feedback calls for collection of additional data or any changes in the IRB approved protocol, an amendment must be filed with the IRB via [e-Protocol](#) (see [e-Protocol FAQ's](#) for guidance) is developed and submitted to IRB by the student and advisor. All changes must be approved by the IRB before they can be implemented.
- Student completes revisions and submits final draft to advisor for approval. This draft must be in the format required for USM doctoral dissertations per the [Guidelines for Psy.D. Dissertation Preparation](#).
- Advisor reviews final draft and provides any feedback needed to student.
- Advisor approves final version of dissertation.
- Student files a [Final Report](#) (see [e-Protocol FAQ's](#) for guidance) with the IRB. Advisor submits study completion form.
- Student submits final version to the [ProQuest dissertation database](#).
- ProQuest ETD administrator reviews and approves final version.
- Advisor completes graduation certification and approves student for receipt of diploma, pending completion of all other program requirements.